# **Health & Safety Training**

# SA Unions January—December 2019



# Commonwealth WHS Act 2011

SA Unions delivers the ACTU Comcare accredited Initial Health and Safety Representatives and Deputy Representatives training and 1 day Refresher, approved by Comcare under section 72 of the Commonwealth WHS Act 2011.

Our specialist trainers and facilitators have many years experience in providing the highest quality training and are committed to delivering best practice through the design, delivery and content in a continual improvement cycle.

SA Unions courses are delivered in a relaxed friendly atmosphere with particular attention to participant interaction and acquiring hands-on-skills.

### **COMMONWEALTH INITIAL**

Level 1 HSR Training (5 days) for newly elected Health & Safety Representatives and Deputy Health & Safety Representatives who have not undertaken any approved HSR training.

Dates	Cost
8 — 12 April	\$975
22 — 26 July	
9 — 13 December	

#### COMMONWEALTH REFRESHER

Refresher HSR Training (1 day) for Health & Safety Representatives and Deputy Health & Safety Representatives who have undertaken the Level 1 (5 day) HSR training.

Dates	Cost
5 June	\$331
20 November	

Please note: All course dates are subject to change

As a HSR, you are entitled to attend training with a provider of your choice, in consultation with your Person Conducting a Business or Undertaking (PCBU).

### **Enrol via Course Application Form**

#### **Enquiries**

SA Unions H&S Training Unit | saunions@saunions.org.au | 08 8279 2248 www.saunions.org.au/hsrtraining

**Courses**: Courses are held at SA Unions, 170 Greenhill Road, Parkside (unless otherwise notified) 9.00 am—5.00 pm daily





# SA Unions is a provider of WHS training in SA

Participants must be elected health & safety representatives

# 2019 Commonwealth Course Enrolment Form

#### WHAT TO DO:

Fill out the enrolment form

Pass to your employer or manager to be signed

Send the enrolment form to us

Fax: 8279 2223

Email: saunions@saunions.org.au

### PAYMENT: SA Unions - ABN: 49 207 741 085

A tax invoice will be sent 2 weeks prior to course date Please indicate if you will be paying by:
cheque (payable to SA Unions)
EFT payments (details on invoice)
credit card payment (2.02% surcharge)

# COURSE FEES (GST inclusive) effective as of 1/1/19

Commonwealth WHS Initial (5 days): \$975 Commonwealth WHS Refresher (1 day): \$331

A light lunch is provided daily - if you have any special dietary requirements please advise us prior to the course.

If you have any mobility/disability issues please advise us. If you need more information, phone us on (08) 8279 2248, or email us at saunions@saunions.org.au Visit our website: <a href="www.saunions.org.au/hsrtraining">www.saunions.org.au/hsrtraining</a>

#### **WE WILL:**

Advise you immediately if the course is full and offer you a place on the same course on a different date.

Send you a confirmation letter with details of the course two weeks before the course starts.

If a course is cancelled we will send notification of the cancellation to your employer and to the participant prior to the course commencement date.

**Note:** Should we not reach our minimum two weeks prior to course commencement the course may be cancelled. Participants will be offered to enrol in a course date that suits their schedule.

#### **CANCELLATION POLICY:**

If you are unable to attend the course – you need to notify us at least 2 weeks prior to the course starting date to avoid any charge.

When an enrolment is cancelled the following cancellation fees will apply: > than 14 days before course commencement date = Full refund Between 7-14 days before commencement date = 50% refund < than 7 days = No refund

Under the WHS Regulations and outlined in section 72 of the WHS Act HSR's are entitled to attend a training course in work health and safety that is approved by the regulator.

Your Details	Phone
Name	Fax
Postal Address	Email
Are you a union member?	YOUR SIGNATURE:
If yes, name of Union	Are you an elected HSR? Yes / No Are you a Deputy HSR? Yes / No How did you find out about this course?
YOUR EMPLOYER'S CONTACT DETAILS:	
Name:	Phone
Postal Address	Fax
	Email
Type of Organisation	Purchase Order:Date:
ADDRESS FOR INVOICING:	Please ensure you quote a Purchase Order number if it is a requirement of your organisation.
	Phone
Postal Address	Fax
Credit Card Details: Payment Method [ ] Visa [ ] Master card	
Name of Card Holder:	Card Holder's signature
Card Number:/ Expiry	of Date:/ nb: 2.02% surcharge
COURSE NAME (PLEASE FILL IN COURSE DETAILS)  CO	URSE DATE (S) FEE (inc. GST)

EMPLOYER/MANAGER NAME:	SI	SIGNATURE:
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#### **SA Unions Work Health and Safety Training Enrolment Policy**

**Terms and Conditions** 

## **Enrolment of Individual Participants**

Enrolment into training programmes will be conducted in an ethical and responsible manner at all times, ensuring fairness and compliance with the Equal Opportunity Act 1984, Disability Discrimination Act 1992, Racial Discrimination Act 1975 and Sex Discrimination Act 1984 legislation. Participant enrolments are subject to availability of places on the training program, based on the maximum number (20) of participants SafeWork SA and Comcare allow. The training venue will also be considered when deciding how many participants can be enrolled in any particular course. SA Unions will consider the number of participants that can be accommodated under the particular circumstances eg safety, capacity of training venue, type of course and learning structures within the course. If a training course is fully booked, participants will either be placed on a "reserve" list or offered a place on another date. Participants on the "reserve" list of a fully booked course are given priority should a place become available. Enrolments will be considered tentative until an enrolment form has been received. Should participant numbers reach maximum, and another person wishes to enrol on a course where there is a tentative enrolment, SA Unions will contact the tentative booking and request that an enrolment form be received by cob the following work day in order to confirm enrolment.

#### Code of conduct

Dress code is neat casual. Participants attending SA Union courses who demonstrate behaviour of a disruptive, objectionable or anti-social behaviour will be asked to leave the course. The employer will be contacted and payment of any fees owing will be due within 5 working days of the participant leaving the course.

#### **Code of Practice – Grievance Procedure**

SA Unions is committed to resolving grievances with fairness, equity and efficiency. The grievance process provides for grievances to be raised in the first instance with the WHS Training Coordinator.

### **Special Needs**

If you have any physical or other impairments (eg English language difficulties, dyslexia) that may affect your ability to successfully undertake the training, please advise us on enrolment. We can, with your participation implement flexible delivery options, to optimise the ease and benefit of your learning.

# Length of the course

Participants are expected to attend the full length of the course. If you require flexibility in attendance please contact us to discuss options as you may need to return to complete the course.

### **Refunds and Cancellation**

Where >14 days notice- full refund

Full refunds are offered in the event that SA Unions is unable to deliver the course.

The following percentage of refund will apply to all training cancellations:

Where 7-14 days notice — Where < 7 days notice — I acknowledge I have read the	no refund	nditions above	
Participant name	date	Participant signature	_
Employer name	 da	 ite Employer signature	